

Winterport Recreation Board Meeting 6/21/2007

MEETING AGENDA AND MINUTES

Meeting Date:	June 21, 2007	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Mike Knupp
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
	Mandy Olver	Board Member		Chris Beaulieu	Board Member
X	Helga Meo	Board Member	X	Ken Miller	Board Member
X	Mike Knupp	Board Member	X	Dave Lester	Rec Coordinator
	Norm Poirier	Board Member		Phil Pitula	Town Manager
	Heather Roberts	Board Member			

DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	
Policies and Procedures	

AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:00	Mike
2.	Current Program Updates (T-Ball/Baseball Closedown)	6:05	Dave
3.	Recreation Coordinator Report <ul style="list-style-type: none">Family Fun Day3x3 Winterport/Hampden BBall TournamentParking for Music FestivalCondition of Park GroundsPayment of Little League DonationBoard CommunicationGrant	6:15	Dave
4.	Policies and Procedures Review	7:00	All
5.	Round Table	7:20	All
6.	Meeting Wrap Up and Confirm Next Meeting	7:30	Mike

MINUTES:

Review of Agenda and Action Items

Mike quickly reviewed the agenda and started the meeting.

Current Program Updates (T-Ball/Baseball Closedown)

Dave reported that T-Ball/Baseball is closed down. Awards were handed out and he is waiting to get all the equipment back. Helga offered that Carrie Varney will give Helga her stuff and she'll return it. All in all, a successful season.

Recreation Coordinator Report

- Family Fun Day
 - Everything is all set. Dave will pick up the food and bring his grill down.
 - Burger King is donated enough drink for 100 people.
 - Board members will work the fun run in the morning.
 - Gift certificates to Turner's have been purchased.
 - Norm will run the Basketball court. Helga and Mandy will run one kickball field and Ken/Heather will run the other. Dave will get the adult softball game going.
 - Mary Lester has girl scouts running the carnival games.
- 3x3 Winterport/Hampden BBall Tournament
 - Planning still moving forward. 7 teams signed up so far.
 - There is a meeting next week to continue planning.
- Parking for Music Festival
 - Dave brought to the board's attention that the Town is planning on using the baseball field for parking for the music festival. We have serious concerns about this. Main concerns are damaging a field that is already in rough shape. Dave and Board will address this with the Town.
- Condition of Park Grounds
 - We discussed the overall condition of the park grounds and agreed in the July meeting that we would walk the grounds and develop an improvement plan to submit to the Town.
- Payment of Little League Donation
 - The donation item is almost complete. It should be finalized before the new fiscal year comes.
- Board Communication
 - Dave expressed concern that he does not always hear back from everyone in email. We agreed that Mike would send a reminder out to folks to respond. Ken emphasized the point that email discussions are fine, but we need to stay away from discussing and deciding on policy in email. Those discussions need to happen in a public forum at our monthly meetings.

Winterport Recreation Board Meeting 6/21/2007

- Grant
 - The walking track is still not started and the fiscal year has pretty much slipped away. In the Town meeting it was mentioned that the \$9000 will be carried over to the upcoming fiscal year. Dave has talked to Phil and Dave Nason and there appears to be confusion on who's doing what and when. In the meeting we agreed that Mike would address this with Phil.

Policies and Procedures Review

The changes to Section 1 and 2 were approved. Section 3 is in progress. Mike will complete Section 3.1 – 3.4. Section 3.5 will be parsed out to the board to complete. Mike will email each person their section.

Round Table

Dave mentioned that Dennis is all set with the summer program.

Meeting Wrap Up and Confirm Next Meeting

Meeting was closed down and the next meeting was set for Thursday, July 19th at 6:00pm VGCC.

Winterport Recreation Board Meeting 6/21/2007

FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.	Sports Done Right		TBD	
2.	\$15,000 Grant for Abbot Park		May/June Mtg	
3.	Abbot Park and Victoria Grant Civic Center Development Plan		July	
4.	Upkeep and Field Improvements at Abbott Park		July	
5.	Set date for Fall Soccer registration		July	

FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
July 19 th , 2007	6:00pm @ Victoria Grant Civic Center	Mike / Heather

ACTION ITEMS

Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date

Winterport Recreation Board Meeting 6/21/2007

Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01

Winterport Recreation Board Meeting 6/21/2007

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06